



Chapter Twenty

OVERVIEW OF 800 ACTIVITIES

MONTANA RIGHT-OF-WAY
DESIGN MANUAL

Chapter Twenty
OVERVIEW OF 800 ACTIVITIES

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Chapter Twenty

OVERVIEW OF 800 ACTIVITIES

The 800 activities pertain to the Right-of-Way Bureau and to District R/W Design. The Design/Plans Section and District R/W Design complete the activities described on the following pages. Other 800 activities are the responsibility of Acquisitions, Special Programs, Utilities, Negotiations and Appraisal Sections.

These activities appear on all Preconstruction Management System's reports. Each activity has a late start date and a finish date. When an activity has been initiated it is updated in OPX2. When the activity is completed, it is "carded" by the Functional Manager in charge of that activity. A "carded" activity no longer appears on the printed reports, but can be viewed in the Department's Oracle computer system and OPX2 along with the date it was carded. It is important to complete the activity by the finish date because other MDT sections need the information to do their work. Therefore, it is also very important that the activities get "carded" in a timely manner. For this to occur, R/W Designers are to notify their supervisor upon starting any activity covered in this section and then again when completing any activity.

Note: Some activity descriptions may slightly vary from the descriptions provided by the Engineering Information Services Section.

Consultants using this **Manual** should be aware that these activities pertain to in-house and District R/W Design. Most of what is found in this **Manual** is applicable to the consultant as well. When final plans are prepared, there should be no difference between plans prepared by a consultant and plans designed by MDT.

20-1 GENERAL PROJECT PROCESS GUIDELINES

The following tasks are detailed further in later Chapters of this *Manual*.

1. Create Design File. Create design file upon assignment of project.
2. Request Survey. Use Preliminary Field Review information to determine if survey is required and request appropriate survey.
3. Create Strip Map. Create strip map and place existing r/w and/or easement lines as soon as the road design strip map and alignment are available. If there is a possibility that existing monumentation will assist in the location of existing r/w and/or easements, wait for the survey information. Section lines may also be helpful when placing existing lines. Send notification to the Area Engineer when placement of existing r/w and/or easement is complete. Include a copy of the notification in the PE file.

Note: If there is no r/w involvement outside of placing existing r/w, this is the end of the r/w process.

4. Place Ownership Lines and COS. Place ownership lines and applicable certificates of survey identified in the ownership study.
5. Request Title Commitments. Submit request for title commitments.
6. Complete Preliminary Plans. Complete preliminary r/w plans upon receipt of written notification of preliminary construction limits. When completed, send:
 - a. notification of preliminary r/w plans to Road Design, DESS, and Project Manager; and
 - b. a request to Utilities with preliminary plans for review of utility conflicts with proposed r/w.
7. Complete Final Plans. Complete final r/w plans upon written notification of final construction limits and request funding.
8. Check/Revise Project. Submit project for checking and complete check revisions to prepare plans for authorization when funding is received.
9. Prepare Deeds/Exhibits. Prepare deeds and exhibits for transmittal to the District.

20-2 DETAILS OF 800 ACTIVITIES

The pages that follow provide descriptions and details of each of the 800 activities.

R/W Activity No. 805	
<u>Activity:</u>	Cadastral Survey Request.
<u>Definition:</u>	Request section corners and other property corners be located and surveyed. Request includes retracement of the existing right-of-way.
<u>Output Provided:</u>	Request to the District Engineering Services Supervisor (DESS) for a certificate of survey with coordinates and descriptions of section corners and property corners; retracement of existing right-of-way showing found and set monuments; a text file of coordinates; certified corner recordations for each controlling property corner listed.
<u>Tasks:</u>	<ol style="list-style-type: none">1. R/W Design determines which section corners and other property corners are needed for the location of property lines on the r/w plans. These are noted on a map and sent with a request to the District Engineering Services Supervisor (DESS) so that they be located and tied to the project control traverse.2. R/W Design determines if a complete retracement of existing right-of-way is required, or a partial retracement.
<u>Start Dependencies:</u>	<p>Preliminary Field Review Report.</p> <p><i>Note: The Control Traverse – ACT 502 and Control Monumentation – ACT 500 need to be completed before the Cadastral Survey work can begin. Coordinate Completion Date request with completion date of these activities.</i></p>
<u>Distribution and Use:</u>	R/W Design notifies Field Survey through the DESS that a COS is required for the project. Field Survey will be provided the appropriate property information by R/W Design.

R/W Activity No 806	
<u>Activity:</u>	Preliminary Right-of-Way Plans.
<u>Definition:</u>	Prepare preliminary plans to identify property to be acquired for right-of-way.
<u>Output Provided:</u>	Preliminary Right-of-Way Plans.
<u>Tasks:</u>	<p>Based on information in the Preliminary Field Review Report (PFR), the R/W Designer:</p> <ol style="list-style-type: none">1. Assembles a design file containing:<ol style="list-style-type: none">a. PFR;b. copies of existing r/w plans and supporting deeds;c. PE Study prepared by the Special Programs Section under Activity 800. This report contains ownership report, last deeds of record, certificates of survey and subdivision plats. Also contains irrigation, access control, stock pass studies, etc.; andd. GLO township plats and other survey information.2. Sets up CADD files using road design strip map file and plan sheet files.3. Using available alignment, construction limits and survey information:<ol style="list-style-type: none">a. places section corners, property corners, section lines and property lines;b. places existing right-of-way and easement lines; andc. designs preliminary right-of-way, easements and construction permits.4. Places r/w calls, parcel numbers and completes names and areas in ownership block.
<u>Start Dependencies:</u>	Preliminary Field Review Report and/or Scope of Work Report, PE Study. Certificate of survey with section corner and property corner coordinates and retracement of existing r/w as provided by Photogrammetry & Survey; road design CADD files with a centerline alignment and construction limits, provided after approved alignment and grade.
<u>Distribution and Use:</u>	Preliminary right-of-way plans for use at plan-in-hands.

R/W Activity No 818

<u>Activity:</u>	Plot Existing Right-of-Way.
<u>Definition:</u>	Place existing public roads and streets, highway and railroad right-of-way.
<u>Output Provided:</u>	Location of existing public rights-of-way.
<u>Tasks:</u>	Obtain MDT recorded certificate of survey, existing certificates of survey, subdivision plats and highway and railroad plans with supporting documentation, and place existing right-of-way in CADD strip map file.
<u>Start Dependencies:</u>	Receipt of preliminary electronic plan files, cadastral survey, retracement information and PE Study.
<u>Distribution and Use:</u>	Distributed to Highways Bureau, Utility Section and Districts. Used to identify the need for new right-of-way acquisition. Also used to secure title commitments, if not previously requested.

R/W Activity No. 808

<u>Activity:</u>	Obtain Title Commitments.
<u>Definition:</u>	Secure property title information from a land title company.
<u>Output Provided:</u>	Title commitments providing detailed information about the titles to properties to be acquired.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Send maps and title commitment request to appropriate land title company.2. Utilize title commitments in verifying ownerships on preliminary right-of-way plans.
<u>Start Dependencies:</u>	Receipt of preliminary construction limits from Road Design. If project is behind schedule, or if desired, title commitments may be ordered upon receipt of PFR.
<u>Distribution and Use:</u>	Upon authorization, distribution made within Right-of-Way Bureau. Used to show ownership on final r/w plans and to determine the property interests and encumbrances that need to be cleared so the Department will have adequate title when r/w is completed. A title insurance company issues a title insurance policy.

R/W Activity No. 810	
<u>Activity</u>	Preparation of Final Right-of-Way Plans and Authorization for Acquisition.
<u>Definition</u>	Prepare final right-of-way plans for deed preparation and acquisition of right-of-way. Occasionally, when road design activities are late, a r/w decision may be to authorize the r/w plans for acquisition as soon as possible after Scope of Work approval. This provides the Right-of-Way Acquisition Unit valuable time to acquire the lands necessary for the road project and not delay the project schedule. Strict coordination between right-of-way and Highways is required.
<u>Output Provided</u>	Final right-of-way plans; authorization to commence right-of-way activities.
<u>Tasks</u>	<ol style="list-style-type: none"> 1. Make changes and additions to preliminary r/w plans based on: <ol style="list-style-type: none"> a. final alignment and construction limits, and b. title commitments. 2. Submit plans, exhibits and design file for checking. 3. Make additions and corrections to plans per checking. 4. Have final changes checked. 5. Print construction plans and cross-sections from CPB book. 6. Have environmental document in hand to request funding. 7. Request funding using cost estimates from ownership study. 8. Upon receipt of funding notice from FHWA or State, authorize the project for acquisition. 9. Distribute final r/w plans, construction plans, cross-sections and title commitments.
<u>Start Dependencies</u>	Final road design construction limits, including hydraulics, cadastral survey, title commitments, cost estimates and environmental document.
<u>Distribution and Use</u>	Final right-of-way plans are distributed to the District, Highways Bureau and within the R/W Bureau. They are filed at the appropriate county courthouse as part of the public record. Acquisition and Appraisal Sections use them in purchasing property. Designers use them to prepare deeds. Anyone doing land titles or surveys in the private sector uses them.

R/W Activity No. 820

<u>Activity:</u>	Prepare Deeds/Easements and Exhibits.
<u>Definition:</u>	Prepare legal property descriptions and deed exhibits.
<u>Output Provided:</u>	Deeds/easements and exhibits to be used for property acquisition.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Review plans and request revisions as necessary.2. Review title commitments for property description and ownership.3. Prepare reproducible property plat (exhibit) of each parcel to be acquired.4. Prepare written legal description of each parcel.5. Prepare miscellaneous deed descriptions as requested.6. Have deeds typed in final form.7. Check and proofread completed descriptions and deeds to ensure accuracy.
<u>Start Dependencies:</u>	Completion of final r/w plans. Title commitment or last deed of record.
<u>Distribution and Use:</u>	Deeds/easements and exhibits including the associated exhibits to the Field R/W Section for use in acquiring r/w parcels.

R/W Activity No. 836

<u>Activity:</u>	Right-of-Way Plan and Deed Revisions
<u>Definition:</u>	Make necessary revisions to r/w plans and deeds after the project has been authorized for acquisition.
<u>Output Provided:</u>	Revisions and corrections of the r/w plans or deeds as required.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Make revisions to plans:<ol style="list-style-type: none">a. to accommodate changes in design or construction,b. negotiated with landowners during acquisition process,c. to mitigate or eliminate property damages discovered during appraisal or negotiation, and/ord. in preparation for condemnation actions.2. Make revisions to deeds:<ol style="list-style-type: none">a. to match plan changes,b. when corrections are required, and/orc. to correct errors and omissions.
<u>Start Dependencies:</u>	Start at completion of Activity 810 ; or on receipt of request from other Right-of-Way Field Sections, Road Design or District Office; or when errors or omissions are discovered.
<u>Distribution and Use:</u>	Revised plans, deeds and deed exhibits are distributed to the appropriate MDT sections. Revised plans on file with the County Clerk & Recorder.